

To: Kari Kaibel[KaibelK@api.org]
From: Leila Getto
Sent: 2018-03-15T12:13:28-04:00
Importance: Normal
Subject: Re: Wednesday, March 14 - Cost Breakdown
Received: 2018-03-15T12:13:36-04:00

Can I trouble you for the estimated per person cost of the reception?

Leila Getto
Deputy Director, Scheduling and Advance
Office of the Secretary
Direct 202-208-5359
Cell 202-706-9435

On Mar 14, 2018, at 9:29 PM, Kari Kaibel <KaibelK@api.org> wrote:

Leila,

Please let me know if I may provide more information.

Happy to help!
Kari

Kari Kaibel
Executive Assistant to
Executive Vice President & Chief Strategy Officer
via 703-674-7631

From: Marty Durbin <durbinm@api.org>
Sent: Wednesday, March 14, 2018 9:27 PM
Subject: Wednesday, March 14 - Cost Breakdown
To: Leila Sepehri Getto <leila_getto@ios.doi.gov>

Greetings, Leila,

Please find below as requested:

Reception (cost per person) – food is \$28 per person. Drinks are on consumption so harder to calculate. Cocktails \$20 each, beer is \$8/9 per bottle, wine is \$79 per bottle.

Tax (per person) 14%

Tips (per person) – no direct tips at the dinner but the service charge is 24% (service charge is taxable)

Dinner per person (\$120)

Total Number of attendees – 72

Should you require further detail, please let me know.

Happy to help!
Kari

Kari Kaibel
Executive Assistant to
Executive Vice President & Chief Strategy Officer
via 703-674-7631